

Project Management Plan

Date Updated

Executive Summary

- Basic information
 - Who is the lead (EPA/PRP/State/Fed Fac)?
 - Location
 - NPL Status (Proposed/Final/Deleted/SAA/Non-NPL)
 - RPM
 - Section Chief
- Management considerations

Based on your site strategy, what are the current issues for this year and resource needs that you want management to be aware of?

 - Top priority you are currently working on & resource needs to achieve the priority.
 - Consider the following
 - Phase of work – where are you in the process?
 - Emerging contaminants
 - Community and/or political/media risks/interest
 - Human health risk
 - Other priorities at the site
 - Include the following headings, if applicable
 - Milestone Meetings
 - HQ Consultations
 - Political interest/special status
 - Funding Request and Funding Schedule
 - What can be achieved technically with ideal funding?
 - Planned support & acquisition (award to RAF, use of IAs currently in place, SSC, CA, other)
 - What are the risks if ideal funding is not available?
 - Anticipated Internal FTE Resource Needs
 - Tech support
 - CIC
 - Legal
 - Project Risks
 - State issues
 - PRP disputes
 - Federal Facility disputes

Snapshot

- Sitewide Status

Construction Complete	Last 5YR Date	Human Exposure EI Status	GW Migration EI Status	SWRAU Date	Deletion

- OU Summary

OU	OU Name	RI/FS Start	Decision Document	RD Start/ Complete	RA Complete	ICs Implemented	Cleanup Standards Achieved?	Partial Deletion?

Site Strategy

- Targets

What are the GPRA, SCAP, FF, and 5YR current fiscal year targets?

What are the targets in the following 2 years?

OU	Action*	Start Date	End Date

*RA Complete, Construction Complete, Human Exposure Under Control, Contaminated Groundwater Migration, SWRAU, SCAP targets, 5YR Due Date.

Although not a target, also include upcoming proposed plans

- Current Acquisition Status

Contract Vehicle (Contract, IA, SSC, CA)	Type of funding (special account, pipeline, RA)	Current Support (START contractor, IA, RAC)	Description of work, including OU	Period of performance

- Special Account Status

Account	Amount	Uses/Limitations

- Planned Support Acquisition (award to RAF, use of IAs currently in place)

Contract Vehicle (Contract, IA, SSC, CA)	Type of funding (special account, pipeline, RA)	Description of Work	Date Needed

- Site Objectives & Priorities

Focused goals supported by this strategy, prioritized on technical and policy considerations.

- Consider the following
 - ✓ Reduction of risk (human/eco)
 - ✓ IC implementation
 - ✓ Complete or start an RI
 - ✓ Full or partial site deletion
 - ✓ Reuse, sustainability, green remediation
 - ✓ Data gaps & needs, QA
 - ✓ Environmental Justice issues
 - ✓ 5YR Issues and Recommendations
 - ✓ Enforcement
 - ✓ Optimization

- Strategic plan to achieve your objectives

Proposed steps within EPA's control to move the site along to achieve the identified objectives. This includes any support and mechanisms to achieve the steps.

- Consider the following:
 - ✓ Elevate
 - ✓ State lead
 - ✓ Enforcement mechanisms
 - ✓ Need for technical, legal, CIC support
 - ✓ PRP searches
 - ✓ Cost recovery
 - ✓ Settlement negotiations

- Additional considerations

This section should be used to capture key issues and their impact to the project. Are there varied approaches to getting the work done? Key ideas to achieving site objectives.

- Consider the following
 - ✓ Leveraging BFPPs, encouraging PRPs, current owners (i.e. getting others to do the work)
 - ✓ Removal program, EE/CA
 - ✓ Partial deletion

- ✓ Interim actions/early actions
- ✓ Reuse, sustainability, green remediation
- ✓ Adaptive management
- Site completion strategy

Description of future activities needed to achieve site completion, organized by OUs.

- Consider the following
 - ✓ Start/complete RI at lower priority portions of the site
 - ✓ Deletion of buffer areas that are UU/UE
 - ✓ Making future remediation decisions
 - ✓ Putting ICs in place
 - ✓ Reduce O&M costs through renewable energy

Site Background

- EPA ID
- SSID
- Brief site description
 - What caused this to become a superfund site?
 - One paragraph
 - Use or link site profile webpage if it is sufficient

- Site Team

Name	Title	Agency	email	Phone Number

- External Parties & Stakeholders

Role (community, municipality, NGO, other federal/state partners)	Name	email	Phone Number

- OU/Decision Document summary table

OU #/ SEMS Name/ Common Name	ROD/Decision Document date	Description	RAOs	Remedy

- COC table from decision documents

OU	COCs	Clean up goal or standard * e.g. SDWA MCL

- Enforcement Agreements

OU	Agreements in Place (CD, AOC, UAO, FFA)	Date	Entity	Scope

- Data management
Where are you keeping site data and files?
Location of information repository(ies)
- Appendices
 - Map and site location
 - IC map(s)